



CITY OF LAS VEGAS
REQUEST FOR RECORDS
Fax to 382-9172

NOTE:

- * Records are available to the general public, but may require a subpoena.
- * All records will be copied according to the time demands of our staff.
- * This form is a public record and will be retained for a period of one year from creation.

Type of Request (dept. use): Routine Non-Routine Extraordinary **(circle one)**

Requestor Name: _____
Address: _____

Company: _____
Telephone: _____
Fax: _____

I hereby request the following City of Las Vegas public records be: **a)** made available for review and inspection;
b) copied; or **c)** copied and certified **(circle one)**

Records Requested & Special Instructions (include project name and address):

Check all that apply:

Permits ☐ **Inspection History** ☐ **Building** ☐ **Plumbing** ☐ **Mechanical** ☐ **Electrical** ☐

Certificate(s) of Completion / Occupancy ☐

Plans: **Building** ☐ **Plumbing** ☐ **Mechanical** ☐ **Electrical** ☐ **All** ☐

Other Documents (soils, calculations, correspondence, etc.) ☐

Copyright laws protect some records in the possession of this department, and reproduction of such documents may be refused. Without the permission of the author, federal law allows us to copy protected documents only for the purposes of "criticism, comment, news reporting, teaching, scholarship or research." (17 U.S.C.A. Sec. 107)

I understand there is a charge for copies of public records and staff research time. Further, I understand that depending on the estimated cost of research and copying, a 75% deposit may be required prior to reproduction. Materials will be held for 14 days. If not retrieved, I will be charged in full for a second reproduction in addition to the original charges. All payments will be forfeited if material is not retrieved.

Signature: _____

Date: _____

CHARGES

(For department use only)

Type	Number of Copies/Hours	Fees	Charges
Plans		Paid directly to Mercury Blueprint	
Permits		@ \$1.00 per page	
Inspection History		@ \$1.00 per page	
Other Documents		@ \$1.00 per page	
Research Time Fees		@ \$45.00 per hour/per person	
Certification Fees		@ \$2.00 per page	
Special Letter Preparation		@ \$15.00 each	
		TOTAL CHARGES	